



## **ACTION MEMORANDUM TO THE ACTING UNDER SECRETARY OF TRANSPORTATION FOR POLICY**

**From:** Shailen P. Bhatt  
Administrator  
X62240

**Prepared by:** Arlan Finrock  
Associate Administrator for Administration  
X60125

**Subject:** Approval of Fiscal Years (FY) 2024 through 2026 Garrett A. Morgan  
Technology and Transportation Education Program Notice of Funding  
Opportunity, (\$1.8 million) (Tier 3)

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### **ACTION REQUESTED**

I request that you approve this Notice of Funding Opportunity (NOFO) announcing \$1.8 million for Fiscal Years (FY) 2024 through 2026 Garrett A. Morgan Technology and Transportation Education Program (GAMTTEP).

### **SUMMARY**

The Federal Highway Administration (FHWA) intends to post a NOFO to the Grants.gov Website for GAMTTEP. FHWA anticipates Federal funding up to \$1.8 million for Fiscal Years (FY) 2024 through 2026.

The Office of Administration's Workforce Programs Division has developed a GAMTTEP NOFO for FY 2024 through 2026. Once approved, this NOFO will be posted to Grants.gov to solicit applications. Eligible applicants for GAMTTEP include accredited Local Educational Agencies (LEA) or State Educational Agencies (SEA). In addition, institutions of higher education, businesses, or other entities may enter into a partnership or sub-agreement with a LEA or SEA to assist with program activities, but the prime award recipient must be a LEA or SEA.

The goals of the GAMTTEP grants are to 1) attract K-12 students in underrepresented groups to science, technology, engineering, and mathematics (STEM) education and careers in the transportation industry, 2) create a talent pipeline from GAMTTEP to other FHWA Workforce Development Programs and other transportation careers, 3) foster creativity and forward-thinking by incorporating modern technologies, real-world program-solving, and hands-on experiences in the curriculum, and 4) develop strong partnerships between Government, educational institutions, and the private sector to create a collaborative community that supports, and uplifts underrepresented groups in transportation.

## **BACKGROUND**

The GAMTTEP is authorized in Title 23, United States Code, Section 504(d), and is one of several research, technology, and education programs funded per Section 11101(c)(1)(C) in the Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act (Pub. L. 117-58).

The purpose of GAMTTEP is to address historical disparities in STEM education, particularly among females and minorities. The program was originally introduced in 1997 to reach and challenge students of all ages to focus on STEM and to prepare for the 21st Century Transportation Workforce.

In 2005, Congress authorized its establishment as GAMTTEP in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. The GAMTTEP serves as a catalyst to enhance transportation education among youth through internships, mentoring, career and curriculum development, and other transportation-related activities.

To advance the goals of GAMTTEP grants, GAMTTEP awards would consist of providing support for grant recipients to develop and implement replicable practices such as internships, observation programs, and curriculum development to equip students with the necessary STEM knowledge and skills for transportation careers. FHWA's workforce programs will offer peer mentorship opportunities to GAMTTEP student participants to encourage the creation of a transportation workforce pipeline from K-12, colleges, and universities. Grantees will collaborate and participate in partnerships among other grantees and transportation industry professionals, facilitating the sharing of best practices, peer exchange, and partnership exploration for workforce development.

In addition, a consortium of grant recipients will be formed to collaborate on showcasing practices, peer exchanges, and leveraging partnerships for workforce development. Project summaries and quarterly program updates will be submitted to FHWA by grantees to program outcome activities, success stories, and best practices. Through these initiatives, recipients contribute to building a diverse and skilled transportation workforce, aligning with GAMTTEP's overarching goals of promoting STEM education and preparing students for transportation careers.

The total amount of funding available for awards under this NOFO is \$1.8 million for FYs 2024 through 2026, with up to \$300,000 available per award. This funding includes carry-over from

the Fixing America's Surface Transportation Act and funding from BIL. FHWA anticipates making a maximum of six awards as a result of this NOFO.

### **NEXT STEPS**

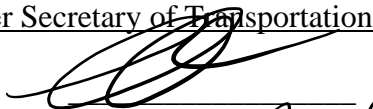
FHWA intends to post a NOFO to the Grants.gov Website for GAMTTEP. FHWA will host outreach sessions during the NOFO application period, with dates to be announced on Grants.gov under this NOFO's page.

### **RECOMMENDATION**

I recommend that you approve this NOFO announcing \$1.8 million for FYs 2024 through 2026 GAMTTEP.

The Acting Under Secretary of Transportation for Policy

APPROVED:



DATE:

9/23/24

COMMENTS:

Attachments:

- GAMTTEP NOFO
- GAMTTEP Evaluation Plan

**NOTICE OF FUNDING OPPORTUNITY FOR FISCAL YEAR (FY) 2024 – 2026  
GARRETT A. MORGAN TECHNOLOGY AND TRANSPORTATION EDUCATION  
PROGRAM**

**AGENCY:** U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA)

**ACTION:** Notice of Funding Opportunity (NOFO) for FYs 2024 through 2026 Garrett A. Morgan Technology and Transportation Education Program (GAMTTEP)

**FUNDING OPPORTUNITY NUMBER:** 693JJ325NF0004

**ASSISTANCE LISTING NUMBER:** 20.215

**TOTAL AMOUNT AVAILABLE:** This NOFO will result in the distribution of up to \$1.8 million. The actual amount available to be awarded under this Notice will be subject to the availability of funds. FHWA anticipates making a maximum of six awards of \$300,000 each as a result of this NOFO.

**DEADLINE FOR APPLICATIONS:** TBD

**SUBMIT APPLICATIONS TO:** FHWA uses [www.Grants.gov](http://www.Grants.gov) for receipt of all applications. Applicants must register and use the system to submit applications electronically. Applicants are encouraged to register in advance of the submission deadline and to register to receive notifications of updates/amendments to this Notice. Approval of user registrations for the site may take multiple weeks. It is the applicant's responsibility to monitor for any updates to this Notice.

**FHWA POINT OF CONTACT (POC):**

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Each section of this Notice contains information and instructions relevant to the application process. The applicant should read this Notice in its entirety so that they have the information they need to submit eligible and competitive applications.

FHWA will not review applications in advance, but FHWA staff are available for technical questions and assistance. FHWA will host outreach sessions during this NOFO application period, with dates to be announced at Grants.gov under this NOFO's page. In addition, FHWA will post answers to questions and requests for clarifications at Grants.gov under this NOFO's page.

**TABLE OF CONTENTS**

A. Program Description.....4

B. Federal Award Information.....9

C. Eligibility Information.....11

D. Application and Submission Information.....13

E. Application Review Information.....21

F. Federal Award Administration Information.....25

G. Federal Awarding Agency Contacts.....33

H. Other Information.....34

## **SECTION A – PROGRAM DESCRIPTION**

### **1. STATEMENT OF PURPOSE**

The purpose of this NOFO is to solicit applications for GAMTTEP grant awards and will result in the distribution of up to \$1.8 million. The actual amount available to be awarded under this Notice will be subject to the availability of funds.

### **2. LEGISLATIVE AUTHORITY**

The legislative authority for this program is the Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act of 2021 (Pub. L. 117-58), Section 11101(c)(1)(C), the Fixing America’s Surface Transportation (FAST) Act (Pub. L. 114-94), Section 6002(a)(3), and Title 23, United States Code (U.S.C.), Section 504(d).

### **3. BACKGROUND**

The purpose of GAMTTEP is to address historical disparities in science, technology, engineering, and mathematics (STEM) education, particularly among females and minorities at the elementary and secondary school level, by supporting innovative curriculum development, immersive learning experiences, and community engagement initiatives.

The program was originally introduced in 1997 as the Garrett A. Morgan Technology and Transportation Futures Program (GAMTTFP) to reach and challenge students of all ages to focus on STEM and to prepare for the 21st century transportation workforce. The program served as a catalyst to enhance transportation education among youth through internships, mentoring, career and curriculum development, and other transportation-related activities. By the year 2000, GAMTTFP attained its initial goal to reach one million students.

In 2005, Congress authorized its establishment as GAMTTEP in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), substituting ‘Education’ for ‘Futures’ in the name of the program. Congress continued to authorize the program for Fiscal Years (FY) 2016 through 2021 in the FAST Act and its subsequent extension. The planned GAMTTEP grants resulting from this NOFO will continue to focus on improving the preparation of students, particularly females and minorities, in STEM and creating a talent pipeline from GAMTTEP to other FHWA Workforce Development Programs.

### **4. PROGRAM GOALS**

The goals of GAMTTEP grants are to 1) attract K-12 students in underrepresented groups to STEM education and careers in the transportation industry; 2) create a talent pipeline from GAMTTEP to other FHWA Workforce Development Programs and other transportation careers; 3) foster creativity and forward-thinking by incorporating modern technologies, real-world problem-solving, and hands-on experiences in the curriculum; and 4) develop strong partnerships between Government, educational institutions, and the private sector to create a collaborative community that supports and uplifts underrepresented groups in transportation.

FHWA seeks to award grants as allowable by law and consistent with the goals of GAMTTEP, that proactively address equity and barriers to opportunity. This objective reflects Executive Order (E.O.) 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).

## **5. STATEMENT OF WORK**

FHWA is soliciting applications for educational institutions eligible under Title 23, U.S.C. Section 504(d) to apply to administer GAMTTEP grants as outlined in the following requirements. The development and implementation of innovative experiential learning practices targeting students, especially females and minorities, in grades K-12 is required. This includes internships, observation programs, peer mentorship, and curriculum development focused on transportation-related STEM fields. Partnering with educators and industry professionals to create relevant, engaging curriculum is required. FHWA's Workforce Development Programs will offer peer mentorship opportunities to GAMTTEP student participants to encourage the creation of a transportation workforce pipeline from K-12, colleges, and universities. Grantees will collaborate and participate in partnerships among other grantees and transportation industry professionals, facilitating the sharing of best practices, peer exchange, and partnership exploration for workforce development. Recipients are required to participate actively in consortium activities, submit a draft project summary within 10 months of the award, and provide quarterly project updates during Year 2. By fulfilling these obligations, Recipients contribute to building a diverse and skilled transportation workforce, aligning with GAMTTEP's overarching goals of promoting STEM education and preparing students for transportation careers.

### **Task A: Development and Delivery of Replicable Practices**

All Recipients must develop and carry out innovative, replicable practices in experiential learning to prepare students, particularly females and minorities, through transportation-related activities in STEM. Proposed solutions must focus on students at the K-12 grade levels. All Recipients must create and effectively apply a program for students to develop STEM knowledge and skills necessary to thrive in transportation-related careers. Examples of experiential learning practices include:

- Internships that offer students experience in the transportation field;
- Programs that allow students to observe scientists and engineers working on projects in the transportation field; and/or
- Developing relevant curriculum that uses examples and problems related to transportation.

Within 3 weeks after award, the Recipient team must participate in a virtual kick-off meeting with the FHWA project team to discuss tasks and delivery schedule, delineate roles and responsibilities, and establish communication protocols.

### **Task B: Collaboration and Consortium Participation**

**NOTE:** FHWA intends to facilitate bringing grantees together as a “consortium” and support an online portal (Website) to highlight grant program accomplishments and deliverables.

All Recipients must participate in a consortium of program grant recipients and work collectively to further the program goals. Recipients must collaborate on a plan to pull together the outcomes and deliverables from the various grants with the objectives to:

- Enable Recipients to showcase promising practices created from the grant projects;
- Encourage peer-to-peer exchange and collaboration opportunities;
- Discuss how to leverage partnerships for workforce development; and
- Coordinate on the development of overall GAMTTEP workplan goals, objectives, and performance measures.

Within 10 months after the effective date of the award, all Recipients must submit a draft project summary to be shared on the grant program Website. The project summary must describe all Recipients’ activities performed under Task A to include project description, status, planned outcomes, measures, lessons learned, etc. FHWA will provide comments to all Recipients within 30 calendar days after receipt of the project summary, for which all Recipients will have 15 calendar days to revise and resubmit in final format.

During Year 2 of the grant period of performance, all Recipients must submit quarterly project updates to be posted on the grant program Website. The quarterly project updates must include all Recipients’ outcome activities to include success stories, pictures, and other best practices.

## **6. ADMINISTRATION GOALS**

The GAMTTEP’s goals outlined in Section A, part 4 are integral to the evaluation process and align with the Administration’s goals detailed in this section. Applications will be assessed based on their effectiveness in attracting underrepresented K-12 students to STEM and transportation careers, creating a talent pipeline, fostering creativity and innovation, and developing strong partnerships. In addition, projects must demonstrate how they advance safety, climate change and sustainability, equity, and workforce development, job quality, and wealth creation, as outlined in the Administration goals listed in this section.

FHWA also seeks to fund transportation-related STEM activities under this NOFO that advance the following Administration priorities, where applicable.

Safety. DOT supports activities that promote an understanding of the importance of advancing safe and efficient transportation including in GAMTTEP.

Climate Change and Sustainability. DOT supports activities under GAMTTEP that promote an understanding of the importance of reducing greenhouse gas emissions in the transportation sector, incorporating evidence-based climate resilience measures and features, reducing the lifecycle greenhouse gas emissions from the project materials, avoiding adverse environmental impacts to air or water quality, wetlands, and endangered species, and addressing the disproportionate negative environmental impacts of transportation on

disadvantaged communities, consistent with E.O. 14008, Tackling the Climate Crisis at Home and Abroad (86 FR 7619).

Equity. DOT seeks to support activities under GAMTTEP that promote an understanding of the importance of proportional impacts to all populations in a project area, removing transportation related disparities to all populations in a project area, and increasing equitable access to project benefits, consistent with E.O. 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009). Additional consideration will be given to applicants located in, or specifically serving, Disadvantaged Communities (DACs), consistent with E.O. 14008, Tackling the Climate Crisis at Home and Abroad (86 FR 7619).

Workforce Development, Job Quality, and Wealth Creation. DOT intends to use GAMTTEP to support activities that lead to good-paying jobs with the free and fair choice to join a union and the incorporation of strong labor standards and training and placement programs, especially registered apprenticeships consistent with E.O. 14025, Worker Organizing and Empowerment (86 FR 22829), and E.O. 14052, Implementation of BIL (86 FR 64335). DOT also intends to use GAMTTEP to support wealth creation, consistent with DOT’s Equity Action Plan through the inclusion of local inclusive economic development and entrepreneurship such as the utilization of Disadvantaged Business Enterprises, Minority-owned businesses, women-owned businesses, or 8(a) firms.

**7. REQUIRED SUBMITTALS OR MILESTONES FOR DELIVERABLES**

Applicants will be required to submit materials periodically throughout the grant period. Below is a summary table outlining the specific program/performance requirements, reports, documents, and other deliverables that the grantee will need to provide.

<b>Submittal/Milestone</b>	<b>Description</b>
Application Package	Complete application package including Standard Forms (SF) (SF 424, SF 424A, SF 424B, SF LLL) and Supplemental Narrative (Volume 1 and 2).
Milestone Payment Plan	Submission of a Milestone Payment Plan detailing milestone payments totaling the Federal amount requested for the grant award.
Detailed Budget Tables	Detailed budget tables for Year 1, Year 2, and Cumulative (Years 1 & 2) including labor rates, indirect rates, other direct costs, and subcontractor/sub-Recipient information.
Letters of Commitment/Support	Signed letters of commitment from proposed partners/team members demonstrating commitment to perform proposed roles in the project.
Progress Reports	Periodic progress reports detailing the progress made towards achieving project objectives, including program performance measures, milestones, and deliverables.

Financial Reports	Financial reports providing an overview of project expenditures and budget utilization, including breakdowns of costs and expenses.
Staffing Plan Updates	Updates to the staffing plan, including changes in project organizational structure, staffing levels, or key personnel.
Performance Metrics Data	Data related to program performance metrics, outcomes, outputs, and process measures as outlined in the application.
Intellectual Property Disclosures	Disclosure of any preexisting intellectual property used during award performance, including data rights during and after the award period.
System for Award Management (SAM) Number	Provision of the organization's SAM Unique Entity Identification (UEI) for Federal grants or cooperative agreements.
Conflict of Interest Disclosures	Written disclosure of any actual or potential conflicts of interest that may affect the impartial and objective performance of the project.
Audit/Review Summary Information	Summary information regarding any audits or reviews of the applicant's accounting, purchasing, or property control systems conducted by Federal or State organizations.
Compliance Acknowledgments	Acknowledgment of compliance with Federal regulations and reporting requirements specified in 2 Code of Federal Regulation (CFR) §170 and Appendix A.
Legal Violations Disclosures	Disclosure of any violations of Federal criminal law involving fraud, bribery, or gratuity violations.
Nonprofit Status Evidence	Evidence of nonprofit or not-for-profit status, preferably from the Internal Revenue Service (IRS).

## **SECTION B – FEDERAL AWARD INFORMATION**

### **1. FUNDING**

The total amount of funding that may be made available for awards under this NOFO is \$1.8 million, subject to the availability of funds in each of FYs 2024 through 2026 from amounts authorized in BIL (Pub. L. 117- 58) and the FAST Act for Training and Education programs.

The estimated amount of funding available per award under this NOFO is up to \$300,000 each for performance of the tasks outlined in this NOFO in each of FYs 2024 through 2026.

Past recipients are eligible. Institutions selected to administer GAMTTEP grants are required to meet the eligibility criteria for GAMTTEP applicants.

\*Please note that this NOFO is subject to availability of funding. The Government’s obligation under any resulting award is contingent upon the availability of funding. No legal liability on the part of the Government for any payment may arise until funds are available and obligated to an award. The Government reserves the right to make no awards under this NOFO.

### **2. ANTICIPATED NUMBER OF AWARDS**

The Government anticipates making a maximum of six awards as a result of this NOFO.

### **3. TYPE OF AWARD**

The planned award type is fixed amount grants with milestone-based payments.

**NOTE:** Under fixed amount grants, Recipients are NOT required to report actual costs incurred to the Government. Rather, all Recipients will be paid the approved fixed amounts based on acceptable completion of the milestones and in compliance with the terms of the award.

### **4. PERIOD OF PERFORMANCE**

The award period of performance is anticipated to be up to 2 years from the effective date of the award, as stated in the signed grant agreement.

### **5. DEGREE OF FEDERAL INVOLVEMENT**

FHWA anticipates substantial Federal involvement between FHWA and all Recipients during this project. The anticipated Federal involvement may include:

1. Technical assistance and guidance to all Recipients;
2. Close monitoring of performance;
3. Participation in status meetings, including kick-off meetings, and annual budget reviews;
4. Conducting financial oversight;
5. Facilitating the consortium of grantees to collaborate and coordinate to meet the goals of

- the program; and
6. Involvement in technical decisions.

FHWA has the right to visit all Recipients and examine all material relevant to the grant, including books, records, documents, accounting procedures, bookkeeping practices, and other evidence. The material must be of sufficient detail to reflect properly all direct costs of whatever nature claimed to have been incurred for the performance of this grant.

## **SECTION C – ELIGIBILITY INFORMATION**

### **1. ELIGIBLE APPLICANTS**

Competition is limited to eligible Applicants. Applicants must meet the following eligibility criteria to be considered for award. Applicants who do not meet the eligibility criteria should not respond to this NOFO.

An Applicant must be an accredited Local Educational Agency (LEA), or a State Educational Agency (SEA) as defined in the Definitions section below. Applications will be rejected if they are not received from an LEA or SEA. Applicants must verify in the narrative that they meet the eligibility requirements. Institutions of higher education, businesses, or other entities may enter into a partnership or sub-agreement with an LEA or SEA to assist with program activities, but the prime award Recipient must be an LEA or SEA.

### **2. DEFINITIONS**

Local Educational Agency – A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools. The term includes any other public institution or agency having administrative control and direction of a public elementary school or secondary school. The term includes an elementary school or secondary school funded by the Bureau of Indian Education (BIE) but only to the extent that including the school makes the school eligible for programs for which specific eligibility is not provided to the school in another provision of law, and the school does not have a student population that is smaller than the student population of the LEA receiving assistance under this chapter with the smallest student population, except that the school shall not be subject to the jurisdiction of any SEA other than the BIE. The term includes educational service agencies and consortia of those agencies. The term includes SEA in a State in which the SEA agency is the sole educational agency for all public schools. (Section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801)).

State Educational Agency – The agency primarily responsible for the State supervision of public elementary schools and secondary schools. (Section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801)).

Institution of Higher Education – An educational institution in any State that (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, or persons who meet the requirements of 20 U.S.C. 1091(d); (2) is legally authorized within such State to provide a program of education beyond secondary education; (3) provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree, or awards a degree that is acceptable for admission to a graduate or professional degree program, subject to review and approval by the

Secretary of Education; (4) is a public or other nonprofit institution; and (5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of pre-accreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time. (Section 101 of the Higher Education Act of 1965 (20 U.S.C. 1001)).

### **3. COST SHARING OR MATCHING**

Cost-sharing or matching is not required.

## SECTION D – APPLICATION AND SUBMISSION INFORMATION

### 1. ADDRESS TO REQUEST APPLICATION PACKAGE

Applicants may obtain application forms at Grants.gov under this NOFO number cited herein. All application materials may be found on *Grants.gov* at <http://www.Grants.gov>.

If potential Applicants are unable to download the application package from the internet, they may send a written request for a paper copy to the below address. Requests should be sent to [Transportationedu@dot.gov](mailto:Transportationedu@dot.gov).

### 2. CONTENT AND FORM OF APPLICATION SUBMISSION

#### Application Format

The Supplemental Narrative must be prepared as follows:

- Narrative text must use a font size no less than 12-point font.
- Tables are permitted. Text in tables may be smaller than 12-point font but must be legible.
- Page margins must be a minimum of 1-inch top, bottom, and each side.
- Page numbers may be located within the 1-inch margin.
- A Header or Footer identifying the applicant/team and the Volume or Part, may be located within the 1-inch margins.
- Resumes are limited to 1 page.
- PAGE LIMITS: The Supplemental Narrative Volume 1 may be no longer than 25 single-spaced pages, to include a proposal for Tasks A and B. In the event a Supplemental Narrative Volume 1 exceeds the page limitation, the Government will evaluate only the pages identified within the page limitation. The page count limitations include all narrative, figures, tables, appendices, and all other ancillary materials with the exception of the following.
- EXCEPTION ON PAGE LIMITS: The following items do not count against the page limitation.
  - Document covers;
  - Cover letters;
  - Title pages;
  - Divider pages;
  - Table of contents;
  - Lists of acronyms; and
  - Letters of intent to participate from proposed subcontractors, consultants, partners and proposed new hires.

#### Application Content - Overview

The application package must consist of the following parts:

- 1) SF 424 (Application for Federal Assistance)
- 2) SF 424A (Budget Information for Non-Construction Programs)
- 3) SF424B (Assurances for Non-Construction Programs)
- 4) SF LLL (Disclosure of Lobbying Activities)
- 5) Supplemental Narrative (Volume 1 and 2) as an attachment to the SF 424 form

### **Application Content – Detailed Instructions**

- 1) Standard Forms
  - A. SF 424, SF-424A, and SF-LLL
- 2) Volume 1 Technical Application/Project Narrative

**NOTE:** The Volume 1 Technical Application/Project Narrative must not exceed 25 pages. Resumes and Letters of Intent are excluded from the page count.

- A. Project Abstract: Summarize the scope of work that would be completed under the award, including project goals and outcomes anticipated.
- B. Project Description: Include a detailed description and scope of work including specific milestones. Provide a technical and management plan describing in detail how the applicant proposes to carry out the work. Describe how the Applicant proposes to meet program goals listed in NOFO Section A. Identify project risks and how the applicant proposes to address these risks. Identify proposed project performance measures and how they will be evaluated.
- C. Project Outcomes: Include a detailed description of how the project advances one or more of the Administration goals described in NOFO Section A.
- D. Project Team Information: Include detailed information about the proposed applicant team, including any partnerships or collaborations with other entities to deliver the project. The information should specifically describe the role of each entity in delivering the project. Provide a staffing plan to perform the work, including names and positions of key personnel. Provide an organizational chart identifying proposed staff members assigned to this effort. The chart must be supported with narrative text to include the title and a brief description of each position's responsibilities, as well as the proposed level of effort and allocation of time (percent in relation to their other duties) for each position on a yearly basis and in summary format. The level of effort may be displayed (single-spaced) in a table format. One table can be presented if the level of effort will be constant over the years, and the table is annotated as such. The hours in this table must be consistent with the information presented in the Budget Volume.
- E. Project Schedule: Include detailed information about the project schedule that identifies all major project milestones and, if applicable, required submittals.

- F. Applicant Experience: Provide a description of completed projects, ongoing projects, or both, that demonstrate organizational, and staff experience relevant to the scope and complexity of the proposed project. Provide specific information on past or present projects to include title, work description, value, dates, sponsor/customer POC, role of applicant in the project, and an explanation of why or how the project is considered relevant or similar to the project being proposed.
- G. Letters of Intent to Participate: Provide a letter of intent or commitment from each proposed sub-recipient/subcontractor. This includes any sub-recipient/subcontractor that will be included in the Federal share, the non-Federal share or in a non-paid (volunteer) capacity. Provide a letter of intent to participate from significant team members as the applicant deems necessary.

**NOTE:** FHWA will establish a GAMTTEP consortium comprising of representatives from key stakeholders, including FHWA, educational institutions, industry partners, community organizations, and relevant Government Agencies to encourage collaboration, accountability, and shared ownership of the program's success.

### 3) Volume 2 Budget Application

**NOTE:** If needed, FHWA may request additional budget information to clarify an application. FHWA encourages Applicants to submit the most relevant and complete information they can provide.

- A. Cost Information and Other Financial Information: Submit a completed Milestone Payment Plan (see Attachment 1) such that milestone payments total the Federal amount requested for the grant award (up to \$300,000 for Tasks A and B). Provide a separate detailed budget table for each of the following: Year 1, Year 2, and Cumulative (Years 1 and 2).

The detailed budget tables must include the following items/sub-items as applicable. Include amounts, and detailed budget footnotes to explain/justify the items as needed. Items must be documented in a detailed Excel (or compatible) workbook containing spreadsheets/tabs (formatted to be printed out) and supporting information clearly delineating and supporting all estimated costs: Columns for Federal share and total costs (per year and in summary form) as outlined in "Budget Tables".

- B. Budget Tables: Provide a separate detailed budget table for each year and summarize the information for all years for all activities. Clearly show Federal share; Non-Federal share; and total. Spreadsheets can be formatted similarly to the format in DOT Form 4220.44, located at: [4220\\_44.xls \(DOTot.gov\)](#). **NOTE:** Profit/fee is not allowable for the prime Recipient.

Budget tables must include the following cost elements as applicable to the project:

Labor Rates: Direct labor-by-labor categories to include hours, rates, and escalation. The

labor rates and annual direct labor escalations rate and its basis must be in accordance with 2 CFR 200.430.

Indirect Rates: Provide your organization's signed current approved indirect cost rate from the cognizant Federal agency or letter of request to the cognizant agency for rate establishment or adjustment. Indirect cost rates must be established according to 2 CFR 200.414. **NOTE:** Per 2 CFR 200.414(f), Indirect (F&A) Costs, any Applicant that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in 2 CFR Part 200 appendix VII, paragraph D.1.b may elect to propose a de minimis indirect rate of 10 percent of modified total direct costs.

Other Direct Costs: Applicants must provide a breakout and justification of Other Direct Costs by Category (travel, equipment, etc.). Direct costs must be in accordance with 2 CFR Part 200 Subpart E (Cost Principals).

Subcontractors/subrecipients: If subcontractors/subrecipients (lower-tiered organizations and/or individual consultants) will be used in carrying out this project, the following minimum information concerning such, must be furnished:

1. Name and address of the organization or consultant.
2. Description of the portion of work to be conducted by the organization or consultant.
3. Cost details for that portion of work.
4. Applicant's cost/price analysis of each sub-recipient/contractor(s) showing how their price is fair and reasonable (this includes any sub-recipient/contractor(s) that will be included in the Federal share or the non-Federal share).
5. Provide detail and support for cost share as part of the overall project budget.
6. Clearly delineate cost share match versus Federal share.

C. Other Business Information: Provide the following information relative to the prime applicant:

- 1) Identify any exceptions to the anticipated award terms and conditions as contained in Section F, Federal Award Administration Information.
- 2) Identify any preexisting intellectual property that the applicant anticipates using during award performance, and your position on its data rights during and after the award period of performance.
- 3) Applicant SAM UEI.
- 4) A statement to indicate whether the Applicant has previously completed an A-133 Single Audit and, if so, the date that the last A-133 Single Audit was completed.

- 5) A statement regarding Conflicts of Interest. The Applicant must disclose in writing any actual or potential personal or organizational conflict of interest in its application that describes in a concise manner all past, present or planned organizational, contractual, or other interest(s), which may affect the Applicant's ability to perform the proposed contract in an impartial and objective manner. Actual or potential conflicts of interest may include but are not limited to any past, present, or planned contractual, financial, or other relationships, obligations, commitments, or responsibilities, which may bias the Applicant or affect the Applicant's ability to perform the project in an impartial and objective manner. FHWA will review the statement(s) and may require additional relevant information from the applicant. All such information, and any other relevant information known to FHWA, will be used to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, FHWA may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the Government to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the award pursuant to 2 CFR 200.112.
- 6) A statement to indicate whether a Federal or State organization has audited or reviewed the Applicant's accounting system, purchasing system, and/or property control system. If such systems have been reviewed, provide summary information of the audit/review results to include as applicable summary letter or agreement, date of audit/review, Federal or State POC for such review.
- 7) Terminated Contracts. List any contract/agreement that was awarded to the prime Applicant then later terminated for convenience of the Government within the past 3 years, and any contract/agreement that was terminated for default within the past 5 years. Briefly explain the circumstances in each instance.
- 8) Describe how the Applicant will obtain the necessary resources to fund and fulfill the proposed cost share, as applicable.
- 9) Review Title 2 CFR Part 170 ([http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl)) dated November 12, 2020, and Appendix A thereto, and acknowledge that the Applicant understands the requirement, has the necessary processes and systems in place, and is prepared to fully comply with the reporting described in the term if it receives funding resulting from this NOFO. The text of Appendix A will be incorporated in the award document as a General Term and Condition as referenced under this NOFO's Section F, Federal Award Administration Information.

- 10) Disclose any violations of Federal criminal law involving fraud, bribery, or gratuity violations. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.339 entitled Remedies for Noncompliance, including suspension or debarment. (See also 2 CFR Part 180 and 31 U.S.C. 3321).
- 11) If a nonprofit or not-for-profit status, provide evidence of this status preferably from the IRS.
- 12) DOT is committed to considering project funding decisions holistically among the various discretionary grant programs available in BIL. DOT also recognizes that applicants may be seeking grant program funding from multiple DOT grant programs and opportunities. An applicant may seek the same award amounts from multiple DOT grant programs opportunities or seek a combination of funding from multiple DOT opportunities. In those cases, the Applicant must indicate, within the Federal funding description, details as to what other potential DOT grant programs and opportunities it is currently applying for or intends to apply for and what award amounts it will be seeking. This information will be reviewed by DOT to ensure that a single project, or its sub-elements, is not awarded Federal funding under multiple DOT grant programs. DOT reserves the right to contact applicants to obtain additional information concerning those scopes of work to discuss any possible or actual overlap in scope.
- 13) Acknowledgement of acceptance of the NOFO terms and acknowledgement and acceptance of any Amendments issued to this NOFO. List amendment numbers and issue dates, if any.

### **3. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD (SAM)**

Each Applicant is required to:

- a. Have an active registration in SAM.gov at the time the application is submitted;
- b. Provide a valid UEI in its application; and
- c. Continue to maintain an active SAM registration with current information at all times during which the Applicant has an active Federal award or an application or plan under consideration by a Federal awarding agency.

FHWA may not make a Federal award to an Applicant until the Applicant has complied with all applicable UEI and SAM requirements. If an Applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the Applicant is not eligible to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

NOTE TO APPLICANTS: The SAM requires the registrant to provide a UEI number to complete the registration. These processes can take several weeks to complete so should be started well before the application deadline.

#### 4. SUBMISSION DATES AND TIMES

The application must be received electronically through [www.Grants.gov](http://www.Grants.gov) by the application due date/time listed on page 1 of this NOFO (or as updated by a NOFO amendment, if applicable). The due date/time is the date and time by which FHWA must receive the full and completed application, including all required sections.

For the submitted application package, FHWA suggests that pictures, graphics, and other large files be reduced in number and quality to keep the size of the files of the application manageable and in line with the Grants.gov maximum size of 200 megabytes for the entire grant application package.

A late application will not be reviewed or considered unless the Authorized Organization (AO) determines that doing so is in FHWA's best interest. FHWA will not consider late applications that are the result of failure to register or comply with Grants.gov applicant requirements in a timely manner. If an Applicant is unable to use the system due to verifiable technical difficulties, it must email complete applications directly to FHWA POC listed in this NOFO Section G no later than this NOFO's application deadline cited herein, with explanation of the technical issue experienced and supporting documents regarding the nature of the technical difficulties. For instance, provide screen capture(s) of the technical issues experienced along with corresponding Grants.gov "Grant tracking number if you are experiencing difficulties with your submission, it is best to contact the Grants.gov Support Center and get a ticket number. Provide the Grants.gov Help Desk tracking number since it will assist FHWA with tracking your issue and understanding background information on the system issue in the event of a late application. If the reported technical issues cannot be validated, late applications may be rejected as untimely.

**GRANTS.GOV:** Applicants must follow the instructions on Grants.gov to successfully use the Website to submit an application. Use of Grants.gov may entail the following steps for those setting up new accounts or first-time users.

- a. Register with SAM at [www.SAM.gov](http://www.SAM.gov)
- b. Obtain a valid UEI;
- c. Create a *Grants.gov* account; and
- d. Respond to the registration email sent to the E-Business POC from *Grants.gov*, and login at *Grants.gov* to authorize the applicant as the Authorized Organization Representative (AOR). Please note that there can be more than one AOR for an organization.

**\*\*Please note that the *Grants.gov* registration process may take 2 to 4 weeks.**

**GRANTS.GOV HELP:** For Grants.gov training resources, including video tutorials, refer to: [Home | GRANTS.GOV](#). For assistance with Grants.gov registration and application

submittal, refer to the Grants.gov Support Center: [Support | GRANTS.GOV](#).

## **5. INTERGOVERNMENTAL REVIEW**

An application under this NOFO is not subject to the State review under E.O. 1237

## **6. FUNDING RESTRICTIONS**

FHWA will not reimburse any pre-award costs or application preparation costs under this proposed award. Unused funds must be returned to FHWA within 120 days of the termination date of the grant.

## SECTION E - APPLICATION REVIEW INFORMATION

### 1. CRITERIA

FHWA will evaluate applications on following criteria:

MERIT: FHWA will evaluate applications against the following technical evaluation criteria and subparts, considered of equal importance. These criteria are distinct from eligibility criteria (see Section C of this NOFO) that are addressed before an application is accepted for review.

- 1) Program Goals: The degree to which the proposed project successfully supports and addresses the program goals listed in Section A of this NOFO. Demonstrated understanding of how to accomplish the program goals, including:
  - i. Attracting K-12 students in underrepresented groups to STEM education and careers in the transportation industry.
  - ii. Creating a talent pipeline from the GAMTTEP to other FHWA Workforce Development Programs and other transportation careers.
  - iii. Fostering creativity and forward-thinking by incorporating modern technologies, real-world problem-solving, and hands-on experiences in the curriculum.
  - iv. Developing strong partnerships between Government, educational institutions, and the private sector to create a collaborative community that supports and uplifts underrepresented groups in transportation.

**NOTE:** As outlined in 23 U.S.C. 504(d)(3)(B), priority in making awards will be given to applicants that will encourage the participation of females and minorities.

- 2) Administration Goals: The degree to which the proposed project successfully supports, provides a demonstrated understanding of how to accomplish, and addresses the Administration goals listed in Section A, part 6 of this NOFO, where applicable.
- 3) Key Departmental Objectives: After applying the above evaluation criteria, FHWA seeks to award grants as allowable by law and consistent with the goals of GAMTTEP, that proactively address equity and barriers to opportunity. This objective reflects E.O.13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).
- 4) Technical and Management Approach: Demonstration of a sound, feasible, and achievable technical and management approach to successfully perform the proposed project.
- 5) Staffing Approach: Demonstration of a sound, feasible, and achievable staffing approach to successfully perform the proposed project.

- 6) Experience: Demonstration of sufficient knowledge and relevant experience of the proposed team to successfully perform the proposed project.

COST: Relative cost will be considered in the award decision. The budget application will be analyzed to assess cost reasonableness and conformance to applicable cost principles. Proposed cost share will be evaluated to ensure the proposed amount meets the minimum matching requirements and that proposed costs are in compliance with 2 CFR § 200.306. This evaluation factor will not be rated.

Funding availability will also be considered in the award decision.

## **2. REVIEW AND SELECTION PROCESS**

FHWA will utilize the following merit review process to evaluate applications:

The review and selection process will consist of a technical review and senior review. In the technical review, a team composed of technical staff from FHWA, and other agencies as needed, will review all eligible applications and rate projects based on how well the projects align with the selection criteria. The technical review panel will individually evaluate and rate each applicant using a qualitative rating system. The panel submits ratings for each applicant to the FHWA GAMTTEP Program Manager. The panel member ratings are evaluated, and a ranked list is created. The GAMTTEP Program Manager determines the funding level based on several factors including the number of applicants, panel ratings, and funding availability.

The Senior Review Team (SRT) will consist of senior FHWA officials who have been requested to serve by the FHWA Administrator. The SRT, using the evaluation report prepared by the Technical Evaluation Panel, including the technical evaluators' feedback, ratings, and summary information prepared by the program office about the eligible applications, will consider the applications to determine which projects to advance to the FHWA Administrator for consideration. The SRT will document its recommendations.

Agency personnel will conduct a risk assessment of the Applicant prior to selection as described below. FHWA will accept the application(s) that is (are) considered the most advantageous to the Federal Government using the criteria cited above, and subject to the results of an applicant risk assessment. Applications selected for possible award using the criteria cited above, will undergo the following risk assessment prior to award. FHWA reserves the right to not make an award to an applicant based on the results of the risk assessment.

The selection official responsible for final award decisions is the FHWA Administrator. Once final selections are approved, the GAMTTEP Program Manager will provide a notice to proceed. FHWA is not obligated to make any award as a result of this Notice.

Risk Assessment: Prior to award, each selected Applicant will be subject to a risk assessment required by 2 CFR 200.205. If FHWA determines that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

This Risk Assessment will include evaluation of some or all of the following items relative to the applicant and sub-applicants as applicable:

1. Applicant's financial stability;
2. Applicant's quality of management systems and ability to meet the management standards prescribed in 2 CFR Part 200;
3. Applicant's history of performance

**NOTE:** History of performance includes the Applicant's record in managing Federal awards, if it is a prior Recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards. FHWA will evaluate the relevant merits of the Applicant's history of performance based on its reputation and record with its current and former customers with respect to quality, timeliness, and cost control. The history of performance will be reviewed to assure that the applicant has relevant and successful experience and will be considered in the risk assessment. In evaluating the history of performance, FHWA may consider both written information provided in the application, as well as any other information available to FHWA through outside sources.

4. Applicant's audit reports and findings from audits performed on the Applicant pursuant to 2 CFR Part 200 Subpart F—Audit Requirements or the reports and findings of any other available audits;
5. Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities;
6. Applicant's potential for conflict of interest if applicable; and

**NOTE:** FHWA will review information provided by the Applicant, and any other relevant information known to FHWA, to determine whether an award to the applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, FHWA may (a) disqualify the applicant, or (b) determine that it is otherwise in the best interest of the United States to award to the applicant and include appropriate provisions to mitigate or avoid such conflict in the agreement pursuant to 2 CFR 200.112.

7. Applicant's eligibility to receive Federal funding. Per the guidelines on governmentwide suspension and debarment in 2 CFR Part 180, FHWA will confirm that the Applicant and any named sub-Applicants are not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities.

**NOTE:** If an Applicant is determined to be high-risk, additional reporting requirements or other special conditions may apply to the resulting award to mitigate risks.

### **3. ADDITIONAL INFORMATION**

Pursuant to 2 CFR Part 200.205, prior to making a Federal award, the Federal awarding agency is required to review information available through any Office of Management and Budget (OMB) designated repositories of governmentwide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun & Bradstreet, and SAM.gov. FHWA's review of this information will occur as part of the risk assessment. An Applicant may review information in FAPIIS and comment on any information about itself. FHWA will consider comments by the Applicant, in addition to other information in FAPIIS, in making a judgment about the Applicant's integrity, business ethics, and record of performance under Federal awards when completing the risk assessment. FHWA reserves the right to deny an award based on the results of the risk assessment.

#### **4. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES**

FHWA anticipates, but does not guarantee, announcing selections on or about **TBD** for the FY 2024 program.

## **SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION**

### **1. FEDERAL AWARD NOTICES**

Following the evaluation outlined in Section E, FHWA will notify the selected applicants and announce the selected projects. Notice that an Applicant has been selected for award does not constitute approval of the application as submitted. Before the award, FHWA may contact the Applicant’s POC listed in the SF 424 to initiate negotiation of a project-specific agreement, if applicable. If the negotiations do not result in an acceptable submittal, FHWA reserves the right to terminate the negotiation and decline to fund the Applicant. Only the AO (GAMTTEP Program Manager) or other authorized representative can commit FHWA and bind the Federal Government to the expenditure of funds.

Recipients of awards will not receive lump-sum cash disbursements at the time of award announcement or obligation of funds. Instead, FHWA will reimburse Recipients only after a project agreement or award has been executed, allowable expenses are incurred, and valid requests for reimbursement are submitted by all Recipients.

**NOTE:** Under fixed amount grants, Recipients are NOT required to report actual costs incurred to the Government. Rather, all Recipients will be paid the approved fixed amounts based on acceptable completion of the milestones, and in compliance with the terms of the award.

### **2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal awards found in 2 CFR Part 200, as adopted by DOT at 2 CFR Part 1201. Applicable Federal laws, rules and regulations set forth in 23 U.S.C. and 23 CFR and 49 CFR also apply.

#### **GENERAL CLAUSES**

The online clauses entitled “General Terms and Conditions for Assistance Award” apply to the resulting award, and are available in full text online at:

[https://www.fhwa.dot.gov/cfo/contractor\\_recip/gtandc\\_generaltermsconditions.cfm](https://www.fhwa.dot.gov/cfo/contractor_recip/gtandc_generaltermsconditions.cfm)

#### **SPECIAL CLAUSES**

In addition to the General Clauses cited above, the following Special Clauses will apply to the resulting award.

##### **A. PUBLIC ACCESS TO DOCUMENTS**

The Applicant agrees that the resulting deliverables/documentation submitted to FHWA under this Agreement may be posted online for public access and/or shared by FHWA with other interested parties. FHWA anticipates the documents cited herein may be posted on an FHWA Website or another appropriate Website.

## **B. INDIRECT COSTS**

Indirect costs are not allowable under this Agreement.

## **C. DATA RIGHTS**

All Recipients must make available to FHWA copies of all work developed in performance with this Agreement, including but not limited to software and data. Data rights under this Agreement must be in accordance with 2 CFR 200.315, Intangible property.

## **D. PERSONALLY IDENTIFIABLE INFORMATION (PII)**

PII as defined at CFR Part 200.1 will not be requested unless necessary and only with prior written approval of the AO with concurrence from the AOR.

## **E. AVAILABLE FUNDING**

The total estimated amount of Federal funding that may be provided under this Agreement is \$\_\_\_\_\_ (\*\*to be filled in at award\*\*) for the entire period of performance, subject to the limitations shown below:

- (1) Currently, Federal funds identified on page 1 of the award document, are obligated to this Agreement.
- (2) Subject to availability of funds, and an executed document by AO, the difference between the current funding and the total estimated amount of Federal funding may be obligated to this Agreement.
- (3) FHWA's liability to make payments to all Recipients is limited to those funds obligated under this Agreement as indicated above and any subsequent amendments.

## **F. KEY PERSONNEL**

Pursuant to 2 CFR 200.308(c)(2), all Recipients must request prior written approval from AO for any change in Key Personnel specified in the award. The following person(s) are/have been identified as Key Personnel:

[Insert Name Title/Position] (\*\*to be filled in at award\*\*)

## **G. PROGRAM INCOME**

Pursuant to 2 CFR 200.307, program income earned during the Agreement period must be added to the Federal award and used for the purposes and under the conditions of the Federal award, unless otherwise approved by the AO. Program income must not be used to offset the Federal or Recipient contribution to this project.

Or

Pursuant to 2 CFR 200.307, program income earned during the Agreement period must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the AO authorizes otherwise. Program income that all Recipients did not anticipate at the time of the Federal award must be used to reduce the Federal award and recipient contributions rather than to increase the funds committed to the project.

## **H. SUBAWARDS**

**NOTE:** Recipients with a procurement system deemed approved and accepted by the Government or by the AO are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.326. Unless described in the application and funded in the approved award, all Recipients must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work under this award. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.

The following subawards are currently approved under the Agreement:

(\*\*\* to be filled in at award \*\*\*)

Approval of each subaward is contingent upon a fair and reasonable price determination, and approval by the AO for each proposed subcontractor/sub-Recipient. Consent to enter into subawards will be issued through a formal amendment to the Agreement.

## **I. ORDER OF PRECEDENCE**

All Recipients' technical and budget application volumes are accepted, approved, and incorporated herein as Attachments 1 and 2. In the event of any conflict between this Agreement document and Recipients' application, this Agreement document prevails.

## **J. DESIGNATION AS RESEARCH OR NON-RESEARCH AGREEMENT**

This Agreement is designated as non-research.

## **K. CONFERENCE SUPPORT RESTRICTIONS**

All Recipients must obtain written approval from the AOR prior to incurring any costs for conference support. See the definition of conference as contained in 2 CFR 200.432.

Food and beverage costs are not allowable conference expenses for reimbursement under this Agreement.

**NOTE:** Costs of meals are allowable as a travel per diem expense for individuals on travel status and pursuant to the Travel clause of this Agreement.

**L. DISPUTES** (for awards issued by the Office of Acquisition and Grants Management (HCFA))

The parties to this Agreement will communicate with one another in good faith and in a timely and cooperative manner when raising issues under this provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between FHWA and all Recipients concerning questions of fact or law arising from or in connection with this Agreement and whether or not involving alleged breach of this Agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties will attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event will a dispute which arose more than 3 months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party will document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues and specify the clarification or remedy sought. The AO (GAMTTEP Program Manager) will conduct a review of the matters in dispute and render a decision in writing within 30 calendar days of receipt of such written request. Any decision of the AO is final and binding unless a party will, within 30 calendar days, request further review as provided below.

Upon written request to FHWA HCFA Director or designee, made within 30 calendar days after the AO's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute will be further reviewed. This review will be conducted by the HCFA Director. Following the review, the HCFA Director, will resolve the issues and notify the parties in writing. Such resolution is not subject to further administrative review and to the extent permitted by law, will be final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction.

**M. CLOSEOUT OF AGREEMENT FILE**

FHWA will initiate the administrative closeout of the cooperative agreement after receiving evidence that all technical work and administrative requirements have been completed. All Recipients must furnish all required documents in support of the closeout of the cooperative agreement within the timeframes requested by FHWA. FHWA anticipates the timeframe to complete administrative closeout of the cooperative agreement will not exceed 6 months.

**N. TRAVEL**

Travel and per diem authorized under the cooperative agreement will be reimbursed in accordance with the travel costs section of 2 CFR 200.475.

**O. PROGRAM REQUIREMENTS**

In connection with any program or activity conducted with or benefiting from funds awarded under this Notice, Recipients must comply with all applicable requirements of Federal law, including, without limitation, the Constitution of the United States; the conditions of performance, nondiscrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the DOT; and applicable Federal financial assistance and contracting principles promulgated by OMB. In complying with these requirements, Recipients, in particular, must ensure that no concession agreements are denied, or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If FHWA determines that a Recipient has failed to comply with applicable Federal requirements, FHWA may terminate the award of funds and disallow previously incurred costs, requiring all Recipients to reimburse any expended award funds.

#### 1. Critical Infrastructure Security and Resilience

It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against all hazards, including physical and cyber risks, consistent with Presidential Policy Directive 21 - Critical Infrastructure Security and Resilience, and the National Security Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems. Each applicant selected for Federal funding must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the project. Projects that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and project oversight, as determined by the Department and the U.S. Department of Homeland Security, will be required to do so before receiving funds.

#### 2. Domestic Preference Requirements

As expressed in E.O. 14005, Ensuring the Future Is Made in All of America by All of America's Workers (86 FR 7475), the Executive Branch should maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Funds made available under this Notice are subject to the domestic preference requirement at 23 U.S.C. 313, 23 CFR 635.410, and 2 CFR 200.322. DOT expects all applicants to comply with that requirement.

#### 3. Civil Rights and Title VI

As a condition of a grant award, grant Recipients should demonstrate that all Recipients have a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR Part 21), the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act, all other civil rights requirements, and accompanying regulations. This should include a current Title VI Plan, a completed Community Participation Plan, and a plan to address any legacy infrastructure or facilities that are not compliant with

ADA standards. FHWA's Office of Civil Rights may work with awarded grant Recipients to ensure full compliance with Federal civil rights requirements.

#### 4. Federal Contract Compliance

As a condition of grant award and consistent with E.O. 11246, Equal Employment Opportunity (30 FR 12319, and as amended), all federally assisted contractors are required to make good faith efforts to meet the goals of 6.9 percent of construction project hours being performed by women, in addition to goals that vary based on geography for construction work hours and for work being performed by people of color. Under Section 503 of the Rehabilitation Act and its implementing regulations, affirmative action obligations for certain contractors include an aspirational employment goal of 7 percent of workers with disabilities.

#### 5. Performance and Program Evaluation

As a condition of grant award, Recipients may be required to participate in an evaluation undertaken by DOT or another Agency or partner. The evaluation may take different forms such as an implementation assessment across Recipients, an impact and/or outcomes analysis of all or selected sites within or across Recipients, or a benefit/cost analysis or assessment of return on investment. FHWA may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant Recipients must agree to: (1) make records available to the evaluation contractor or FHWA staff; (2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or FHWA staff.

Recipients and subrecipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an Agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges Federal awarding Agencies and Federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." 5 U.S.C. § 311. Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

For Recipients receiving an award, evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 CFR Part 200).

### 3. REPORTING

#### A. ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

All Recipients must submit all required reports and documents, under transmittal letter referencing the award number, as follows:

Submit an electronic copy to the AOR the following address:

TBD (\*\*\*) to be filled in at award (\*\*\*)

#### B. QUARTERLY PROGRESS REPORT

All Recipients must submit an electronic copy of the SF-Performance Progress Report (PPR) to the AOR and the Agreement Specialist/AO on or before the 30th of the month following the calendar quarter being reported. Final SF-PPRs are due 90 days after the end of the agreement period of performance.

Calendar quarters are defined as:

1st: January–March

2nd: April–June

3rd: July–September

4th: October–December

Reports due on or before:

April 30th

July 30th

October 30th

January 30th

The quarterly progress report must include the required certification pursuant to 2 CFR 200.415.

Quarterly Progress Reports must include the following:

- a. Work performed for the current quarter;
- b. Work planned for the upcoming quarter;
- c. Description of any problem encountered or anticipated that will affect the completion of the work within the time and fiscal constraints as set forth in the Agreement, together with recommended solutions to such problems; or a statement that no problems were encountered; and
- d. A tabulation, clearly delineated by Federal share, cost share and total, of the current and cumulative costs expended by quarter versus budgeted costs.

In the SF-PPR Block 11, Other Attachments, include the following information as attached pages:

- a. SF-425, Federal Financial Report

### **C. ANNUAL BUDGET REVIEW AND PROGRAM PLAN**

All Recipients must submit an electronic copy of the Annual Budget Review and Program Plan to the AO and the AOR at least 60 days prior to the anniversary date of this Agreement. The Annual Budget Review and Program Plan must include the required certification pursuant to 2 CFR 200.415. The Annual Budget Review and Program Plan must provide a detailed schedule of activities, estimate of specific performance objectives, include forecasted expenditures, and schedule of milestones for the upcoming year. If there are no proposed deviations from the Approved Project Budget, the Annual Budget Review must contain a statement stating such. All Recipients must meet via teleconference or Web conference with FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan must not commence until AO's written approval is received.

### **D. RECIPIENT INTEGRITY AND PERFORMANCE MATTERS**

If the Federal share of this award will be more than \$500,000 over the period of performance, the reporting requirements in 2 CFR Part 200, Appendix XII (Award Term and Condition for Recipient Integrity and Performance Matters) will apply.

**SECTION G – FEDERAL AWARDING AGENCY CONTACTS**

Address any questions to: [Jessamyn.Dupree@dot.gov](mailto:Jessamyn.Dupree@dot.gov)

Secondary POC is: [Transportationedu@dot.gov](mailto:Transportationedu@dot.gov)

## **SECTION H – OTHER INFORMATION**

### **1. PROTECTION OF CONFIDENTIAL BUSINESS INFORMATION**

All information submitted as part of or in support of any application must use publicly available data or data that can be made public and methodologies that are accepted by industry practice and standards, to the extent possible. If the application includes information you consider to be a trade secret or confidential commercial or financial information, the Applicant should do the following:

(1) Note on the front cover that the submission "Contains Confidential Business Information (CBI)," (2) mark each affected page "CBI," and (3) highlight or otherwise denote the CBI portions.

### **2. PUBLICATION/SHARING OF APPLICATION INFORMATION.**

Following the completion of the selection process and announcement of awards, FHWA intends to publish a list of all applications received along with the names of the applicant organizations and funding amounts requested.

**GARRETT A. MORGAN TECHNOLOGY AND  
TRANSPORTATION EDUCATION PROGRAM (GAMTTEP)**

**EVALUATION PLAN**

*FOR*

**GRANT AWARDS**

2024 AWARD CYCLE (APRIL 2024)

**1. CRITERIA**

FHWA will evaluate applications against the following technical evaluation criteria and subparts, considered of equal importance. These criteria are distinct from eligibility criteria (see Section C of this Notice of Funding Opportunity (NOFO)) that are addressed before an application is accepted for review.

- 1) Program Goals: The degree to which the proposed project successfully supports and addresses the program goals listed in Section A of this NOFO. Demonstrated understanding of how to accomplish the program goals, including:
  - i. Attracting K-12 students in underrepresented groups to science, technology, engineering, and mathematics education and careers in the transportation industry.
  - ii. Creating a talent pipeline from the Garrett A. Morgan Technology and Transportation Education Program (GAMTTEP) to other Federal Highway Administration (FHWA) Workforce Development Programs and other transportation careers.
  - iii. Fostering creativity and forward-thinking by incorporating modern technologies, real-world problem-solving, and hands-on experiences in the curriculum.
  - iv. Developing strong partnerships between the Government, educational institutions, and the private sector to create a collaborative community that supports and uplifts underrepresented groups in transportation.

**NOTE:** As outlined in 23 United States Code 504(d)(3)(B), priority in making awards will be given to applicants that will encourage the participation of females and

minorities.

- 2) Administration Goals: The degree to which the proposed project successfully supports, provides a demonstrated understanding of how to accomplish, and addresses the Administration goals listed in Section A, part 6 of this NOFO, where applicable.
- 3) Key Departmental Objectives: After applying the above evaluation criteria, FHWA seeks to award grants as allowable by law and consistent with the goals of GAMTTEP, that proactively address equity and barriers to opportunity. This objective reflects Executive Order (E.O.) 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).
- 4) Technical and Management Approach: Demonstration of a sound, feasible, and achievable technical and management approach to successfully perform the proposed project.
- 5) Staffing Approach: Demonstration of a sound, feasible, and achievable staffing approach to successfully perform the proposed project.
- 6) Experience: Demonstration of sufficient knowledge and relevant experience of the proposed team to successfully perform the proposed project.

**COST:** Relative cost will be considered in the award decision. The budget application will be analyzed to assess cost reasonableness and conformance to applicable cost principles. Proposed cost share will be evaluated to ensure the proposed amount meets the minimum matching requirements and that proposed costs are in compliance with 2 Code of Federal Regulations (CFR) § 200.306. This evaluation factor will not be rated.

Funding availability will also be considered in the award decision.

FHWA will take into account the Administration's priorities regarding (1) Racial equity and barriers to opportunity, and (2) Reduction of greenhouse gas emissions and the effects of climate change. The GAMTTEP seeks to advance the goals of E.O. 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government; E.O. 13900: Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis; and E.O. 14008: Tackling the Climate Crisis at Home and Abroad.

## **2. REVIEW AND SELECTION PROCESS**

FHWA will utilize the following merit review process to evaluate applications:

The review and selection process will consist of a Technical Review and Senior Review. In the Technical Review, a team composed of technical staff from FHWA, and other Agencies as needed, will review all eligible applications and rate projects based on how well the projects align with the selection criteria. The technical review panel will individually evaluate and rate each applicant using a qualitative ratings system. The panel submits ratings

for each applicant to the FHWA GAMTTEP Program Manager. The panel member ratings are evaluated, and a ranked list is created. The GAMTTEP Program Manager determines the funding level based on several factors including the number of applicants, panel ratings, and funding availability. The Senior Review Team (SRT), composed of senior leadership from FHWA, will determine which projects to recommend to the Office of the Secretary of Transportation based on the selection criteria and recommendations. As determined necessary to support the evaluation and selection process, FHWA may conduct discussions with applicants to clarify elements of the technical and budget applications and request additional detailed and itemized cost information.

Agency personnel will conduct a risk assessment of the applicant prior to selection as described below. FHWA will accept the application(s) that is (are) considered the most advantageous to the Federal Government using the criteria cited above, and subject to the results of an applicant risk assessment. Applications selected for possible award using the criteria cited above, will undergo the following risk assessment prior to award. FHWA reserves the right to not make an award to an Applicant based on the results of the risk assessment.

The selection official responsible for final award decisions is the FHWA Administrator. Once final selections are approved, the GAMTTEP Program Manager will provide a notice to proceed. The Government is not obligated to make any award as a result of this Notice.

### **Risk Assessment**

FHWA will assess the risks posed by an Applicant before it receives an award. This Risk Assessment will include evaluation of some or all of the following items relative to the Applicant and/or subapplicants as applicable:

- (1) Applicant's financial stability;
- (2) Applicant's quality of management systems and ability to meet the management standards prescribed in 2 CFR Part 200;
- (3) Applicant's history of performance;

Note: History of performance includes the Applicant's record in managing Federal awards, if it is a prior Recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards. FHWA will evaluate the relevant merits of the Applicant's history of performance based on its reputation and record with its current and/or former customers with respect to quality, timeliness, and cost control. The history of performance will be reviewed to assure that the applicant has relevant and successful experience and will be considered in the risk assessment. In evaluating the history of performance, FHWA may consider both written information provided in the application, as well as any other information available to FHWA through outside sources.

(4) Applicant’s audit reports and findings from audits performed on the Applicant pursuant to 2 CFR Part 200 Subpart F—Audit Requirements or the reports and findings of any other available audits;

(5) Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities;

(6) Applicant’s potential for conflict of interest if applicable<sup>1</sup>; and

(7) Applicant’s eligibility to receive Federal funding. Per the guidelines on governmentwide suspension and debarment in 2 CFR Part 180, FHWA will confirm that the Applicant and any named subapplicants are not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities.

Pursuant to 2 CFR Part 200.206, prior to making a Federal award, the Federal awarding agency is required to review information available through any Office of Management and Budget-designated repositories of governmentwide eligibility qualification or financial integrity information, such as FAPIIS, Dun and Bradstreet, and “Do Not Pay.” At a minimum, the information in the system for a prior Federal award Recipient must demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards, and integrity and business ethics. In addition, FHWA will review information on the Specially Designated Nationals list per the U.S. Department of Transportation (DOT) Guide to Financial Assistance, Section 4.5.

If FHWA does not make a Federal award to a non-Federal entity because the official determines that the non-Federal entity does not meet either or both of the minimum qualification standards as described in 2 CFR 200.206, FHWA will report that determination in FAPIIS.

### **3. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES**

FHWA anticipates making selections on or about **TBD**.

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<sup>1</sup> Note: FHWA will review information provided by the applicant, and any other relevant information known to DOT, to determine whether an award to the applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the Authorized Organization may (a) disqualify the applicant, or (b) determine that it is otherwise in the best interest of the United States to award to the applicant and include appropriate provisions to mitigate or avoid such conflict in the Agreement pursuant to 2 CFR 200.112.